Office of Enrollment Services & Student Financial Aid – Dykes Library G035

Work Study Position Description

Job Description:
The work study position provides assistance to the staff of the Office of Enrollment Services & Student Financial Aid and works under the supervision of the FWS Program Manager.

Primary Duties:
Provide front desk coverage for the Office of Enrollment Services & Student Financial Aid. This requires the ability to interact with individuals in a courteous, timely and professional manner. Duties may include monitoring the telephone line, transferring calls to the appropriate staff member, answering general questions accurately, assisting walk-in traffic and providing excellent customer service.

Perform various office functions which include, but are not limited to:

- Document Imaging of student records
- General office tasks such as filing, copying and sorting documents

Job Qualifications:
Excellent communication and interpersonal skills, general computer knowledge, general office skills (copying, faxing, filing, etc.) and understanding of the nature of student records privacy are required. Knowledge of the financial aid process is preferred, but not required. Knowledge of Microsoft Word, Microsoft Excel, and Microsoft Access are helpful. Ability and willingness to learn new systems/software (ie Enroll & Pay) is a requirement.

Hours:
The offices of Enrollment Services and Student Financial Aid are open 8:00 a.m. – 5:00 p.m., Monday-Friday.

Applicants must be able to work in blocks of time of at least 2 hours. A normal week consists of working 15-20 hours, but can be adjusted based on the individual’s schedule of classes. A student’s schedule will be set at the beginning of each new academic term.

Compensation:
$8.50 per hour.

Contact Information for Applicants: Britt Nelson, Senior Program Manager, Student Financial Aid. bnelson8@kumc.edu or 913-588-5174.

Please submit resumes to Britt Nelson by February 8th. Application review and invitation to interview can take up to three weeks.